

Texas Funeral Services Commission  
Job Posting  
April 10, 2023

<b>Title:</b>	Investigator III (Full or Part-time)	<b>Closing Date:</b>	May 6, 2023
<b>Salary:</b>	\$38,000.00 to \$45,000.00 Full Time \$19,000.00 to \$22,250.00 Part-time	<b>Job Posting Number:</b>	FY-2023-07
<b>Location:</b>	Open	<b>Travel:</b>	None
<b>Division:</b>	Enforcement	<b>Reports To:</b>	Executive Director

**JOB SUMMARY**

Performs routine (journey-level) investigative work for the Texas Funeral Service Commission (TFSC). Work involves coordinating and conducting investigations of alleged violations, including gathering documentation, interviewing witnesses and formalizing investigative reports. Testifies and presents evidence of any alleged violation in hearings and court proceedings. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Reports to the Executive Director. **Location of position to be determined.**

**ESSENTIAL FUNCTIONS**

1. Conducts investigations of alleged violations of laws, rules, and regulations.
2. Contacts and interviews potential witnesses and complainants.
3. Obtains, verifies, and records evidence and documents for use in investigations.
4. Evaluates and summarizes investigative findings.
5. Prepares records, correspondence, and reports; assists in making recommendations for action based on investigative results.
6. Assists in preparing the presentation of evidence for administrative hearings or court proceedings.
7. Presents testimony and evidence at administrative hearings or court proceedings.
8. Maintains complex paper and electronic filing system for complaints and investigations.
9. Enters data of disciplinary information on licensees in database.
10. May make recommendations for changes in statute, rules or policy and procedures.
11. Adheres to all TFSC's personnel policies and division procedures.
12. Performs other work as assigned.

**MINIMUM QUALIFICATIONS**

1. Associate's degree from an accredited college with coursework in criminal justice or a related field. Additional full-time wage earning experience may substitute for the education on a year for year basis.
2. Two (2) years of full-time wage earning experience in compliance monitoring or investigative work.
3. Previous work experience in a Texas licensing or regulatory agency preferred.

Military Occupational Specialty Codes for this position maybe found on the SAO Military Crosswalk:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ComplianceInspectionandInvestigation.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ComplianceInspectionandInvestigation.pdf)

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of TFSC regulatory functions.
2. Knowledge of investigative principals and techniques.
3. Ability to conduct investigations; to interpret and apply laws and regulations; to work with members of local, state, and federal agencies; to conduct interviews and gather facts; to evaluate findings; to prepare reports; to testify in hearings and court proceedings.
4. Ability to explain technical information in a simple, clear and concise manner.
5. Ability to effectively communicate in person and in writing.

### **HOW TO APPLY**

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted to supplement the State of Texas Application. **A resume submitted in lieu of the application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected.**

The Texas Funeral Service Commission accepts the State of Texas applications only for posted vacancies. Applications must be received by 5:00 p.m. CST on the closing date.

Applications may be submitted thru WORKINTEXAS or by mail to:

Texas Funeral Service Commission  
ATTN: Human Resources  
1801 Congress, Ste. 11-800  
Austin, Texas, 78701

Only applicants selected for an interview will receive notice of selection results.

### **OTHER INFORMATION**

A criminal background check is required for applicants who are selected for a position.

The State of Texas requires all males who are 18 through 25 to register with the Selective Service to present either proof of registration or exemption from registration upon hire.

TFSC is an employment at-will organization and there is no implied contract of employment. The agency's hiring process, policies, procedures, and employee handbook do not constitute terms of an express or implied employment agreement.

Federal law requires new employees to present proof of identity and eligibility to work in the United States.

Veterans' and former foster youth employment preferences are granted as required by law.

Applicants requiring special accommodations should contact Human Resources at 512.936-2474.

*The Texas Funeral Service Commission is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process.*

Texas Funeral Services Commission  
Job Posting  
April 20, 2023

<b>Title:</b> License and Permit Specialist I	<b>Posting Number:</b> FY 2023-03 <b>TWC Number:</b> 15613744
<b>Salary:</b> \$30,000.00 to \$43,000.00	<b>Closing Date:</b> May 15, 2023
<b>FLSA Status:</b> Non-Exempt	<b>Travel:</b> None
<b>Department:</b> Licensing	<b>Reports to:</b> Executive Director

**JOB SUMMARY**

Performs routine (journey-level) licensing work for the Texas Funeral Service Commission. Work involves receiving and reviewing license and applications; ensuring compliance with applicable policies, administrative codes, and statutes; communicating with external and internal customers, and approving licenses. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS**

1. Receives and reviews license and applications, revisions, and renewals.
2. Inputs license applications, payments, and required technical data for licenses into appropriate computer applications, databases, and systems.
3. Issues licenses and collects license fees.
4. Maintains records associated with licenses and fee payments.
5. Provides administrative and technical assistance related to licensing requirements to the general public, agency staff and licensees; responds to questions and explains licensing requirement.
6. Assists in approving applications for licenses based on state regulations, administrative codes, and agency policies and procedures.
7. Assists in preparing notices, correspondence, memos, and reports related to licensing activities and compliance.
8. Provides access and limited technical support for the state mortuary exam.
9. Opens and distributes U.S. mail, prepares agency mail outs.
10. Acts as backup to the agency administrative assistant.

**MINIMUM QUALIFICATIONS**

1. High School graduation or equivalent.
2. Two years experience in customer service, clerical, administrative or technical support work.
3. Previous work experience in a licensing or regulatory agency preferred.

Military Occupational Specialty Codes may include SN, YN, 641X-LDO, 360, 0111, and 3A1X1  
Additional information on the SAO Military Crosswalk is available here:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of office practices; of administrative and technical procedures; and of applicable policies, administrative codes, and statutes.

Skill in the use of standard office equipment, computers, and computer software.

Ability to respond to public inquiries in a timely manner; to implement administrative and technical procedures; to interpret applicable laws, rules, regulations, policies, and procedures; and to communicate effectively.

**HOW TO APPLY**

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted to supplement the State of Texas Application; however, a resume submitted in lieu of the application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected.

The Texas Funeral Service Commission accepts the State of Texas applications only for posted vacancies. Applications must be received by 5:00 p.m. CST on the closing date.

Applications may be submitted thru WORKINTEXAS or by mail to:

Texas Funeral Service Commission  
ATTN: Human Resources  
1801 Congress Ave. Ste. 11-800  
Austin, Texas, 78701

Only applicants selected for an interview will receive notice of selection results.

**OTHER INFORMATION**

A criminal background check is required for applicants who are selected for a position.

The State of Texas requires all males who are 18 through 25 to register with the Selective Service to present either proof of registration or exemption from registration upon hire.

TFSC is an employment at-will organization and there is no implied contract of employment. The agency's hiring process, policies, procedures, and employee handbook do not constitute terms of an express or implied employment agreement.

Federal law requires new employees to present proof of identity and eligibility to work in the United States.

Veterans' and former foster youth employment preferences are granted as required by law.

Applicants requiring special accommodations should contact Human Resources at 512.936-2474.

*The Texas Funeral Service Commission is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process.*

Texas Funeral Services Commission  
Job Posting  
April 27, 2023

<b>Title:</b> Inspector II	<b>Posting Number:</b> FY2023-08
<b>Salary:</b> \$36,000.00 to \$45,000.00	<b>Closing Date:</b> May 26,2023
<b>Location:</b> *Open	<b>Travel:</b> Up to 80%
<b>Department:</b> Compliance	<b>Reports to:</b> Executive Director

**JOB SUMMARY**

Performs routine (journey-level) inspection work. Work involves conducting inspections and quality assurance reviews to ensure compliance with mortuary laws, regulations, and procedures of the Texas Funeral Service Commission. Work may include conducting investigations/preparing investigative reports as needed. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. **\*The position may work remotely and selected employee does not need to reside in Austin. Job requires extensive travel up to 80%.**

**ESSENTIAL FUNCTIONS**

1. Conducts inspections for compliance with Texas codes, standards, and laws and for proper display of current licenses
2. Examines permits, licenses, applications, and records to ensure compliance with licensing requirements
3. Makes recommendations on violations and conducts follow-up inspections
4. Prepares, organizes, and maintains inspection records and reports
5. Gathers and analyzes data
6. Assists in reviewing compliance monitoring reports and may monitor follow-up actions in cases in which violations were found
7. Conducts investigations of alleged violations of agency statute, rules or regulations, as needed
8. May appear at administrative hearings or testify before courts of jurisdiction
9. Performs related work as assigned

**MINIMUM QUALIFICATIONS**

1. Associate Degree or higher from an accredited school of higher education. Additional full-time related experience may substitute for the education on a year-for-year basis.
2. One (1) year Experience working as an Inspector or in a regulatory agency.

*Preferred Qualifications:*

1. Knowledge of Texas funeral laws and regulations.
2. Computer literacy



Military Occupational Specialty Codes for this position maybe found on the SAO Military Crosswalk:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ComplianceInspectionandInvestigation.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ComplianceInspectionandInvestigation.pdf)

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of the agency's regulatory functions
2. Knowledge of principles and methods of field inspection and quality control
3. Ability to conduct interviews, gather facts and prepare reports
4. Ability to interpret and apply laws and regulations
5. Ability to communicate effectively, both written and oral
6. Ability to maintain effective communications in adverse situations
7. Knowledge of personal computers and word processing software

### **HOW TO APPLY**

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted to supplement the State of Texas Application. **A resume submitted in lieu of the application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected.**

The Texas Funeral Service Commission accepts the State of Texas applications only for posted vacancies. Applications must be received by 5:00 p.m. CST on the closing date.

Applications may submitted thru WORKINTEXAS or by mail to:

Texas Funeral Service Commission  
ATTN: Human Resources  
1801 Congress, Ste. 11-800  
Austin, Texas, 78701

Only applicants selected for an interview will receive notice of selection results.

### **OTHER INFORMATION**

A criminal background check is required for applicants who are selected for a position.

The State of Texas requires all males who are 18 through 25 to register with the Selective Service to present either proof of registration or exemption from registration upon hire.

TFSC is an employment at-will organization and there is no implied contract of employment. The agency's hiring process, policies, procedures, and employee handbook do not constitute terms of an express or implied employment agreement.



Federal law requires new employees to present proof of identity and eligibility to work in the United States.

Veterans' and former foster youth employment preferences are granted as required by law.

Applicants requiring special accommodations should contact Human Resources at 512.936-2474.

*The Texas Funeral Service Commission is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process.*